

**TO: Planning Commission Members
Honorable Mayor and City Council Members**
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: June 24th, 2021
RE: Meeting Notice
Tuesday, June 29th, 2021
5:30 p.m., La Crescent City Hall, 315 Main Street

AGENDA

1. Approval of meeting minutes from the May 4th, 2021 meeting of the Planning Commission.
2. 5:35 Public Meeting, Horse Track Meadows West/II (856 Bridle Lane) preliminary plat application.
3. 5:35 Public Hearing, Horse Track Meadows West/II (856 Bridle Lane) district zoning change.
4. Discussion of Pledge of Allegiance to start planning commission meetings
5. Discussion of wagon wheel trail progress
6. Adjourn

NOTE: Please call City Hall, 895-4409, if you will not be able to attend.

	#1	#2	#3	#4	#5	#6	#7	#8
Dave Hanifl	—	—	—	—	—	—	—	—
Linda Larson	—	—	—	—	—	—	—	—
Gregory Husmann	—	—	—	—	—	—	—	—
Annie Stoecklein	—	—	—	—	—	—	—	—
Michael Welch	—	—	—	—	—	—	—	—
Dave Coleman	—	—	—	—	—	—	—	—
Jerry Steffes	—	—	—	—	—	—	—	—
Dale Williams	—							

cc: Honorable Mayor, City Council Members and City Attorney.

TO: Planning Commission Members,
Honorable Mayor and City Council Members
FROM: Jason Ludwigson, Sustainability Coordinator
DATE: May 5th, 2021
RE: Planning Commission Meeting Minutes
From May 4th, 2021

The Planning Commission met at 5:30 p.m., on Tuesday, May 4th, 2021 in the City Council Chambers at City Hall. The meeting was called to order by Chair Hanifl.

Pursuant to Minn. Stat. § 13D.021 and due to the COVID-19 pandemic, members of the Planning Commission and City Staff were given the option to attend the meeting by telephone or Zoom. The following members were present: Gregory Husmann, Dave Hanifl, Jerry Steffes, Anna Stoecklein, Mike Welch, Dave Coleman, and Linda Larson. City Attorney Skip Wieser, Sustainability Coordinator Jason Ludwigson, and Building/Zoning Official Shawn Wetterlin were also in attendance.

1. Chair Hanifl asked for a motion to approve the minutes from the March 2nd, 2021 meeting.

Following discussion Member Welch made a motion, seconded by Stoecklein to approve the minutes.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Steffes – Yes

Stoecklein – Yes

Coleman - Yes

Welch – Yes

Larson – Yes

Hanifl – Yes

Husmann – Yes

2. At 5:35 the Planning Commission held a Public Hearing to consider the La Crescent Elementary School Administrative Subdivision Application.

Chair Hanifl opened the meeting. Kevin Cardille (ISD 300 Superintendent) and Tim Rupert (HSR) presented information about the administrative subdivision application. Kevin and Tim explained plans for the school garage including storage of equipment. The school district plans to have heating and water as a part of the school garage.

The public hearing closed.

Following discussion by the planning commission Member Steffes made a motion seconded Welch to recommend approval of the administrative subdivision application.

The motion included the following findings in Support of Approval of Lot Adjustment:

1. Request will not alter the essential character of the locality. The property owner proposed to use the property in a manner that is reasonable.
2. Request is in harmony with the general purpose and intent of the Zoning and Subdivision Ordinance and is consistent with the spirit of the Comprehensive Plan.

Zoning Official Wetterlin read the notice of appeal:

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Steffes – Yes

Stoecklein – Yes

Coleman - Yes

Welch – Yes

Larson – Yes

Hanifl – Yes

Husmann – Yes

3. At 5:35 the Planning Commission held a Public meeting to consider the La Crescent Elementary School detached garage variance request.

Staff reviewed the proposed findings in support of the boundary line adjustment. Staff did not have an opportunity to review possible findings regarding the variance application. The findings for the boundary adjustment were incorporated by reference to support the variance decision.

Following discussion by the planning commission Member Steffes made a motion seconded Welch to recommend approval of the administrative subdivision application.

Upon a roll call vote, taken and tallied by the Building Official, all members present voted in favor.

Steffes – Yes

Stoecklein – Yes

Coleman - Yes

Welch – Yes

Larson – Yes

Hanifl – Yes

Husmann – Yes

Upon approval or denial of a variance request by the Board of Adjustment, an applicant or other aggrieved party may file an appeal in writing to the City Council within (10) days of the decision, otherwise the decision by the Board of Adjustment becomes final.

4. Mike Sexauer presented a preliminary sketch for Horse Track Meadows West. The lot #54 sketch review was an information only item. The preliminary sketch calls for seven additional single family lots. Planning commission members asked questions related to the current zoning for the area presented as Horse Track Meadows West. Additional questions around the proposed easement for the hiking trail access to the north side of the property and the size of a multi-family building that would be allowed under the current zoning for Horse Track Meadows west. The developer proposed reducing the current easement from 20' to 10'.

5. The planning commission discussed digital methods of communication for public meetings held by the City of La Crescent. Discussion only, no action required.

6. The planning commission, by consensus, set the date of the next meeting for June 8th at 5:30 p.m.

7. Consensus to adjourn at 6:20 p.m.

TO: Planning Commission Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: June 15th, 2021

RE: Horse Track Meadows Preliminary Plat

A copy of the preliminary plat for lot 54 in the Horse Track Meadows development is attached. Also attached is a copy of the memo from city engineer Tim Hruska and preliminary plat application. The developer Mike Sexauer will be in attendance to discuss the preliminary plat. Larger copies of the preliminary plat will be available at the meeting.

**CITY OF LA CRESCENT
NOTICE OF PUBLIC HEARING
PRELIMINARY PLAT APPLICATION-HORSE TRACK MEADOWS II**

Notice is hereby given that the Planning Commission of the City Zoning Authority will hold a public hearing at the La Crescent City Hall, 315 Main Street, in said City on Tuesday, June 29th, 2021 at 5:35 o'clock P.M. to consider the application for a preliminary plat.

The preliminary plat request concerns premises situate in said City described as follows, to wit: Parcel number 25.2330.000, Houston County, better known as 856 Bridle Lane, La Crescent.

Complete legal description is on file in the Building and Zoning Department for review:

All persons having an interest in the matter will be given opportunity to be heard with reference thereto.

Dated: June 3rd, 2021

By order of the City Zoning Office



Jason Ludwigson
Sustainability Coordinator
P. O. Box 142
La Crescent, MN 55947

**CITY OF LA CRESCENT ZONING AUTHORITY
APPLICATION FOR PRELIMINARY PLAT**

The undersigned being the owner(s) of record (optionee(s) with regard to enforceable exclusion options to purchase) of the hereinafter described premises hereby makes application for a:
PRELIMINARY PLAT

TO WIT:

MSM DEVELOPMENT LLC
OWNERS MICHAEL SEXAUER
MELISSA ALSNA

the lands to which this application has reference are described as follows, to wit:

LOT 54 of Horse Track Meadows Subdivision
Tax I.D. # 25.2330.000 Houston County Ga.
This Parcel is being subdivided
into 7 single family lots

Attached is a sketch of the site plan showing North arrow and other relevant data with reference hereto. I (we) understand that additional data may be requested by the City of La Crescent Planning Commission with regard hereto.

Dated: 5/15/21

Michael Sexauer

(Owners (s)) (Optionee(s))

Possible Conditions of Approval

1. The special assessments in the amount of \$242,115.90, imposed on Lot 54, plus interest will be paid in full. Prior to recording, and approval of the final plat.
2. Development Agreement be in place to the satisfaction of the City Attorney, City Administrator, City Engineer, and City Council requiring the developer to install the improvements. Development Agreement should address the following:
 - A. Developer's engineering estimate for the utility and road extension ("Utility Plan").
 - B. Drainage easements to be identified on plat-it appears utility easements are identified, but I cannot find drainage easements.
 - C. Financial guarantee for the benefit of the City in the amount of 115% of the utility extension and road extension estimates. See 13.17B
 - D. Two (2) year Developer Warranty on improvements from date of City acceptance
 - E. Improvements to be dedicated to the City
 - F. Construction observation to be included in Developer agreement. WHKS to provide estimate for construction observation with cost paid by Developer or specially assessed.
3. That plat be joined in by any mortgagee of record, or alternatively Lot 54 be released from any existing mortgage.
4. Stormwater Pollution Prevention Plan approved by the City Engineer. Drainage calculations need to be submitted to meet city and state requirements.
5. Applicant/developer comply with the recommendations contained in the Engineering Report of Braun Intertec dated February 13, 2018. Developer to provide report to Purchasers of the lot.
6. No site work shall commence until after approval of the final plat.
7. No lots in Horsetrack Meadows West will be sold until final plat is recorded.
8. Applicant obtaining all wetland mitigation permits from applicable federal, state, and local agencies, if needed.
9. That the restrictive covenant prohibiting development of City owned land to the east of the entrance road be removed from the Horsetrack Meadows Development Agreement.

Proposed Findings of Fact for Approval of HTM West Preliminary Plat

1. The property owner proposes to use the property in a reasonable manner permitted by the Zoning Ordinance
2. The request is in harmony with the general purposes and intent of the ordinance and consistent with the comprehensive plan.
3. The basic layout of streets and lots are acceptable.
4. The property commonly referred to as the "Horsetrack Meadows" and "Horsetrack Meadows West" were annexed by the City in September 2016 in order to make sure future

Suggestions/Follow Up/Open Questions

1. Forward preliminary plat to Houston County Land Surveyor. In recent history, Houston County Land Surveyor has provided various comments and/or suggestions regarding plats approved by the City Council.
2. WHKS to confirm in writing that the re-subdivision of Lot 54 does not need TEP review and does not violate any permits issues by the Army Corp of Engineer and/or the Archeological review previous completed.
3. The walking path easement should be dedicated to the public.
4. Preliminary Grading, Drainage, Flood Control, and Erosion Plan designed by Developer's engineer and approved by WHKS.
5. Will a sidewalk be required?
6. Will park or park payment be required? Subdivision Ordinance No. 13.14(2), (12), (14)

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com



May 26, 2021

Mr. Bill Waller
City Administrator
City of La Crescent
315 Main Street
La Crescent, MN 55947

RE: City of La Crescent
Horse Track Meadows West
Review of Preliminary Plat

Dear Mr. Waller:

We have reviewed the Preliminary Plat as requested and offer the following comments.

Review Comments

1. The applicant must secure all necessary permits before construction begins including a sanitary sewer extension permit (MPCA), water main extension permit (MDH) and NPDES storm water permit if required. The Owner, or their representation, will be responsible for permit compliance.
2. Provide gross and buildable lot acreages.
3. The final grading plan and utility plan showing the proposed water, storm sewer, and sanitary sewer should be submitted with the final plat and plan submittal. Grading plan provisions should ensure that drainage crosses no more than one adjacent lot. If drainage crosses more than one lot, a drainage easement should be required. The grading plan should show proposed building locations, styles, and floor elevations.
4. An Engineer's Opinion of Construction Costs and a proposed construction schedule should be submitted for this project for inclusion in the Development Agreement as part of the Final Plat submission. Construction observation fees charged to the Developer will be calculated based on the anticipated construction schedule and incorporated into the 429 assessment process.
5. Sanitary sewer and watermain connection fees and cost participation will need follow the draft development agreement between the City and the Owner.

We recommend approval of the preliminary plat conditional upon the above items being addressed during the final plat submittal.

Mr. Bill Waller
May 25, 2021
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Please contact me if you have any questions.

Sincerely,

WHKS & co.

Timothy A. Hruska, P.E., L.S.
City Engineer

cc: MSM Development
cc: Fred Hilby, La Crosse Engineering & Surveying

TO: Planning Commission Members

FROM: Jason Ludwigson, Sustainability Coordinator

DATE: June 15th, 2021

RE: Horse Track Meadows West District Re-zoning

A copy of the preliminary plat showing the current zoning of R-3 Multi-Family Residential is attached. The applicant is requesting to rezone 856 Bridle Lane from R-3 Multi-Family Residential to R1-A Low Density Residential District. The developer Mike Sexauer will be in attendance to discuss the district re-zoning application.

**CITY OF LA CRESCENT
NOTICE OF PUBLIC HEARING
DISTRICT ZONING CHANGE APPLICATION-HORSE TRACK MEADOWS II**

Notice is hereby given that the Planning Commission of the City Zoning Authority will hold a public hearing at the La Crescent City Hall, 315 Main Street, in said City on Tuesday, June 29th, 2021 at 5:35 o'clock P.M. to consider the application for a zoning change.

The preliminary plat request concerns premises situate in said City described as follows, to wit: Parcel number 25.2330.000, Houston County, better known as 856 Bridle Lane, La Crescent. The applicant is requesting to rezone 856 Bridle Lane from R-3 Multi-Family Residential to R1-A Low Density Residential District .

Complete legal description is on file in the Building and Zoning Department for review:

All persons having an interest in the matter will be given opportunity to be heard with reference thereto.

Dated: June 3rd, 2021

By order of the City Zoning Office



Jason Ludwigson
Sustainability Coordinator
P. O. Box 142
La Crescent, MN 55947

**CITY OF LA CRESCENT ZONING AUTHORITY
APPLICATION FOR DISTRICT ZONING CHANGE**

The undersigned being the owner(s) of record (optionee(s) with regard to enforceable exclusion options to purchase) of the hereinafter described premises hereby makes application for a: **DISTRICT ZONING CHANGE.**

TO WIT:

M S M Development LLC
OWNER MICHAEL SEPAUER
MELISSA MILSNA

the lands to which this application has reference are described as follows, to wit:

Lot 54 of Horse Track Meadows
Request zoning change from R3
to R1A Single Family

Attached is a sketch of the site plan showing North arrow and other relevant data with reference hereto. I (we) understand that additional data may be requested by the City of La Crescent Planning Commission with regard hereto.

Dated: _____

5/15/21

Michael Sepauer

(Owners (s)) (Optionee(s))

